



# JOB OPPORTUNITY

## Assistant Information Systems Analyst (Specialist)/

A – \$3,004 – 3,312 / B – \$3,099 – 3,586 / C – \$3,715 – 4,516

## Tape Operations Unit/Cannery Campus Computer Operations Branch/ Operations Division

The Cannery Campus Computer Room / Operations Branch / Tape Library Unit has two openings for Assistant Information Systems Analysts (Specialist). These positions will have responsibility for Tape Library Duties, projects, confidential print processing, tape processing, automated silos, Virtual Tape, COM, tape media, Media availability, monitoring and maintenance of Media and analysis and report writing duties. These positions will analyze and resolve problems encountered with maintaining multiple tape Media Libraries, in a complex, multiprocessing, variable-task computer systems environment. These positions are responsible for reporting, logging, and escalating Media problems and anomalies which occur within assigned areas. Each position will also serve as the Operational Recovery point of contact. Each position participates in providing three-shift coverage in a 24/7 work environment where employees are scheduled in a rotation pattern and may be required to work weekends and holidays.

### Essential Functions:

- Act as lead worker for the Computer Room Tape Library to ensure quality control of confidential print media.
- Analyze information systems requirements as pertaining to Media, develop solutions, and implement the appropriate solutions to best meet system needs.
- Analyze information related to Media storage and implement best practices for Media Availability.
- Develop, perform, and troubleshoot processes for the Tape Library Unit
- Write the Unit's procedures and analyze Unit work processes, providing procedure content, review, implementation, and training. Maintain procedure manuals. Perform analysis and write reports on a variety of topics including information system status, IT project status, system errors, and actions taken.

### Work Environment Requirements

- One position day shift and one position grave shift
- Must be able to work weekends. • Ability to move up to 35 pounds. • Periodic overtime required.

### Desirable Qualifications:

- Applicants should understand or have the ability to learn the z/OS environment including JES2 commands, job control language (JCL), TSO CLIST, and TSO/ISPF online environment. Each positions require familiarity with IBM PM2 reports and TMSGRW report writer. The procedure responsibility will require proficiency in the MS/Office Suite of products including MS/Word and MS/Excel.
- Experience at Procedure writing and Process analysis.

Applications will be accepted only from individuals currently at the **Assistant Information Systems Analyst (Specialist)** level, or applicants who have transfer or promotional eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. Training and Development (T&D) will be considered. All appointments are subject to SROA/Surplus provisions.

**Final File Date: Open until filled** Interested applicants must submit a State application to:

**DEPARTMENT OF TECHNOLOGY SERVICES**

**P. O. Box 168025**

**Sacramento, CA 95816**

**Attn: Heidi Perris/RPA Number 06-231 (Grave Shift) and 06-254 (Day Shift)/Mail Route C414  
916-739-7583**

It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

**Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922**

**THE DEPARTMENT OF TECHNOLOGY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."**